

TENDER NO: SACU/007/2019/O

APPOINTMENT OF A RECRUITMENT FIRM FOR THE SACU SECRETARIAT

The SACU Secretariat wishes to appoint a suitably qualified, experienced and reputable Human Resources Recruitment Firm that has proven track record in providing recruitment services.

The detailed Terms of Reference (ToR) document can be obtained online at www.sacu.int **OR** directly from the SACU Secretariat Offices at Erf: 8531 Corner of Lazarett and Feld Street, Windhoek, Namibia.

For Commercial enquiries, please contact:

Mr. Hermanus L. Esterhuizen
Procurement Officer
Tel: +264 61 295 8000/37
Fax: +264 61 245 611
E-mail: Leon.Esterhuizen@sacu.int

For Technical Enquiries, please contact:

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Closing Date & Time: 17h00 (Namibian time) on Friday, 29 June 2018

The SACU Secretariat reserves the right to accept or reject any proposal that fails to meet its requirements and will not, in any case, be responsible or liable for any costs associated with the preparation and submission of any proposal. Kindly note that only short-listed bidders will be contacted. **Please note that this tender requires two offers, a technical and a financial offer, submitted in separate envelopes as stipulated in the ToR document.**



TENDER NUMBER: SACU/007/2019/O

APPOINTMENT OF RECRUITMENT FIRM FOR SACU-SECRETARIAT

CLOSING DATE & TIME

29th June 2018 1700hrs

POSTAL & PHYSICAL ADDRESS FOR TENDER SUBMISSION

Southern African Customs Union (SACU) - Secretariat

Private Bag 13285

Corner Lazarett & Feld Street

Windhoek, Namibia, 9000

COMMERCIAL ENQUIRIES

Mr. Hermanus L. Esterhuizen

Procurement Officer

Tel: +264 (61) 295-8000/37

Fax: +264 (61) 245 611

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TECHNICAL ENQUIRIES

Name

Position

Tselane Mokhethi

Human Resources Officer

Tel: (+264) 61 295 80xx

Fax: (+264) 61 245 611

Email: Tselane.Mokhethi@sacu.int

NO. OF TENDER COPIES REQUIRED

(1 original plus 5 copies)

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1. INTRODUCTION

1.1 The Southern African Customs Union (SACU) consists of five Member States, namely Botswana, Lesotho, Namibia, South Africa and Swaziland. The SACU Secretariat was established in 2004 to administer and coordinate the activities of SACU institutions. More information is available on SACU's website (<http://www.sacu.int>).

2. BACKGROUND

2.1 The SACU Secretariat has various positions established in its organisational structure with the purpose of assisting with capacity to deliver on its mandate. The positions enable the Secretariat with the capacity to provide support and fulfil the Key Priority Areas of the SACU Work programme. The Secretariat has a lean and flat structure which is meant to attract and retain highly qualified and experienced staff from its Member States.

3. OBJECTIVES OF THE ASSIGNMENT

2.2.1 The objective of this assignment is to engage a Recruitment Firm which will provide excellent recruitment services for the SACU Secretariat.

4. SCOPE OF WORKS AND DELIVERABLES

- 4.1.1 The successful service provider will be expected to carry out smooth recruitment services covering the following scope of works as and when vacancies occur;
- a) Shortlisting of candidates;
 - b) Administration and processing of Psychometric Assessments;
 - c) Verification of qualifications
 - d) Conduct Background Checks (criminal, credit and professional references)
 - e) Development of Interview questions;
 - f) Provision of technical advice during interviews
 - g) Development of interview report

5. EXPECTED DELIVERABLES

5.1 The Secretariat expects the following deliverables;

- a) Shortlist report
- b) Developed interview material
- c) Presentation of the Final Report.

6. EXPERTISE REQUIRED

6.1 The prospective bidders must have the following skills and experience;

- (a) Possess at least 5 (five) years' experience in recruitment and placements
- (b) Have staff that are fully trained in Human Resources Recruitment Services.
- (c) Development and Review of recruitment processes and models
- (d) Experience in recruitment for Government, Corporate and preferably international agencies or organizations

7. SUBMISSION OF TENDER PROPOSALS

7.1 SACU Secretariat is implementing a single envelope tender for this assignment, meaning that the technical and financial proposals must be submitted in one sealed envelope.

7.1.1 The Tender should be delivered or posted to the address specified on the first page above in **five (5)** hard copies and **(1 original)**. The proposal should be inserted in an envelope which should be properly sealed and clearly marked as indicated below:

7.2 The deadline for submission of tenders is 5pm, Namibian time, on 29th June 2018.

PROVISION OF RECRUITMENT SERVICES

SACU / 007 / 2019 / O

NAME OF THE BIDDING COMPANY/ORGANISATION/FIRM

8. PRIME CONTRACTOR RELATIONSHIP

- a. SACU will enter into a contract with only one successful bidder.
- b. The selected bidder shall be solely responsible for the deliverables as specified in this document.

9. FINANCIAL ARRANGEMENT

- 9.1 Bidders are solely responsible for their own costs in preparing the Tender.
- 9.2 Payments for all services covered by this tender shall be made within 30 (thirty) days subject to receipt of appropriate invoices, the satisfactory completion of work, and adherence to the SACU Secretariat's Financial Policies and Procedures.
- 9.3 SACU shall not be liable for any losses, damages, costs, charges or expenses caused by injuries to the bidder's personnel during the execution of their duties.

10 CONFIDENTIALITY

- 10.1 Tenders submitted will not be revealed to any other bidders and will be treated as contractually binding.
- 10.2 The SACU Secretariat reserves the right to seek clarification or verification of any information in the Tenders.
- 10.3 All information pertaining to the SACU Secretariat obtained by the bidder as a result of participation in this Request for Tender (RFT) is confidential and must not be disclosed without written authorisation from the Executive Secretary of the SACU Secretariat.
- 10.4 SACU reserves the right to undertake a full background check on all references submitted prior to awarding the contract.

11 OWNERSHIP OF TENDERS

- 11.1 All Tenders, including supporting documents, submitted to the SACU Secretariat become the property of the SACU Secretariat.
- 11.2 Ownership of all data belonging to SACU whether under its control or the bidder's control shall continue to vest in SACU. Any data of whatever nature resulting from the provision of the Products and Services shall be the property of SACU and may be used by SACU without restriction. All data or information that may be shared with the successful bidder during the provision of the Products and Services shall upon termination of the contract, be returned to the SACU Secretariat.

12 MODIFICATION OF TERMS

- 12.1 The SACU Secretariat reserves the right to add, modify or omit certain portions of the Tenders' scope at any time at its sole discretion. This includes the right to cancel this RFT at any time prior to entering into a contract with the successful bidder.

13 TENDER FORMAT

- 13.1 Bidders are requested to address the issues and requirements in Appendix A and B to ensure that each Tender receives full consideration.

14 EVALUATION OF TENDERS & AWARD CRITERIA

14.1 Eligibility

- a) Only Tenders received as specified in section 7 (Submission of Tender Proposals) above will be considered.
- b) Tenders will be disqualified if five (5) copies and one (1) original are not submitted in separate envelopes.
- c) Tenders will be disqualified if the bidder's current or past corporate or other interests may, in the Secretariat's opinion, give rise to a conflict of interest in connection with this RFT.
- d) Tenders will be disqualified if the following documents have not been submitted:
 - i. A certified copy of a Certificate of Registration or Incorporation with the relevant national authorities for companies or close corporations;
 - ii. A certified copy of each shareholding certificates or proof of ownership;
 - iii. A certified copy of a current (valid as at tender closing date) Good Standing Certificate or Tax Clearance Certificate from the relevant national authorities, or exemption thereof;
 - iv. A certified copy of the latest audited Annual Financial Statements in the case of private or public companies. For close corporations, the latest Annual Financial Statements should be submitted;
 - v. A certified copy of a legal agreement for partnerships, consortiums, and joint ventures, where applicable; and

- vi. A written declaration that the bidder's current or past corporate or other interests does not give rise to a conflict of interest in connection with this RFT.
- e) Tenders will also be disqualified if the bidder is not majority (51%) owned by citizen(s) of a SACU Member State (with proof of shareholding) and registered within a SACU Member State.
- f) In the case of partnerships, consortiums and joint ventures, all documents required in Section (d), (d) ii, (d) iii and (d) iv above, for all legal entities, must be submitted.

14.2 Qualification Criteria

- a) Bidders will only qualify for evaluation provided that all tender documentation, as specified in Appendix A of this document, have been included in each of the prescribed six copies.

14.3 Award Criteria

- a) The contract will be awarded from the qualifying tenders, on the basis of the most economically advantageous proposal applying the following award criteria, listed in order of priority:
 - i. Proof that the specifications and outcomes, as covered in Section 4 of this RFT, will be supplied;
 - ii. Proof that the deliverable schedule, as per Section 5 of this RFT, will be met;
 - iii. Proof that the expertise, as reflected in Section 6 of this RFT, will be provided;
 - iv. Cost comparison; and
 - v. Company Profile and Reputation of the bidder.
- b) Weighting for the award criteria should be determined by the Tender Leader when drafting the Terms of Reference.

15 CONTRACT ADMINISTRATION

- 15.1 The award will be subject to the successful conclusion of a Service Level Agreement (SLA) to confirm the Terms and Conditions of the Tender.
- 15.2 SACU reserves the right to negotiate the terms of the tender proposal and the value of any financial proposal submitted.

16 DOCUMENTATION CHECKLIST

Have you submitted the following required information?	YES	NO
A Signed Letter of Introduction		
A Profile of the Bidder/Company		
Proof of qualifications and experience of the team that will carry out the assignment		
A Certified Copy of the Certificate of Company Registration or Incorporation		
A Certified Copy of a current Good Standing Certificate or Tax Clearance Certificate, or exemption thereof		
A Certified Copy of the bidder's latest audited Annual Financial Statements in the case of private or public companies or the latest Annual Financial Statements for close corporations		
Certified Proof that the majority owner(s) of the company or corporation are citizens of a SACU Member State		
A written declaration that the bidder's current or past corporate or other interests does not give rise to a conflict of interest on this assignment		
A detailed methodology that will be used to complete the assignment		
A schedule of five (5) or more similar assignments undertaken by the bidder		
A schedule of 5 (five) or more contactable references		
An itemised breakdown of the costs in the Financial Proposal section		
Written confirmation that the Financial Proposal remains valid for 90 days		
Six (6) copies (being 1 original plus 5 copies) of the proposal in six (6) separate envelopes.		

Additional documents required from Consortiums or Partnerships	YES	NO
Written identification of the Primary Contracting Party		
Full details and eligibility criteria documents of all legal entities involved in the bid		
Certified copy of a legally binding partnership or consortium agreement		
Certified Proof that the majority owner(s) of the company or consortium are citizens of a SACU Member State (copy of ID's or Passports will suffice)		
Description of the role or element fulfilled by each legal entity		

17 APPENDIX (A) - FORMAT OF THE TECHNICAL PROPOSAL

Bidders should address all the issues and requirements in the sequence in which they appear in this Appendix.

1. General Information

- a) One page letter of introduction identifying the bidder and signed by the person(s) authorised to bind the organisation to statements made in the proposal.
- b) Title Page listing the RFT Number, Organisation Name, Postal Address, Physical Address, Telephone No., Fax No., Mobile No., Email Address, Website and Full Names of two Contact Persons.
- c) Profile of the Consultancy Firm or consortium.
- d) A record of previous similar assignments undertaken by the firm or consortium.
- e) Proof of qualifications and experience of the team that will deliver the goods or services, including the team leader.
- f) Full Contact Details of any third-parties involved in the proposal.
- g) Description of role or element of proposal to be fulfilled by any third-party.
- h) Confirmation of acceptance by the bidder and any third parties of the conditions of proposal.
- i) Certified copy of the Certificate of Registration or Incorporation with the relevant national authorities.
- j) Certified copy of identity documents or passports showing that the majority owner(s) of the company or consortium are citizens of a SACU Member State.
- k) Certified copy of a current (valid as at tender closing date) Good Standing Certificate or Tax Clearance Certificate from the relevant national authorities, or exemption thereof.
- l) Where a consortium or a group of companies are jointly delivering a response, then the companies must:
 - i. Clearly state the name of the Primary Party with whom SACU will enter into an Agreement;
 - ii. Provide full details of each of the legal entities involved in the bid;
 - iii. Provide a certified copy of a legally binding partnership or consortium agreement; and
 - iv. Provide a detailed description of the role or element fulfilled by each legal entity involved in the bid.

2. Technical Proposal

- 2.1 A detailed technical proposal indicating a clear understanding of the specific requirements or scope of works, deliverables schedule and expertise, as per the Terms of Reference, should be submitted.

3. References

- 3.1 Bidders must provide a schedule of five (5) or more clients (contact names, physical addresses, and telephone numbers) who may be contacted for references in connection with the proposed assignment.

For example:

CLIENT	CONTACT NAME	TELEPHONE	PHYSICAL ADDRESS
ABC Corporation	Mr J. Doe	061-999 9999	20 ABC Street, Windhoek

- 3.2 Bidders must also provide a schedule of five (5) or more (recent and similar) assignments undertaken by the bidder. This schedule must indicate the client, the assignment that was undertaken, the year, the client's geographical location, and the financial value.

For example:

CLIENT	SERVICES PROVIDED	YEAR	LOCATION	FINANCIAL VALUE
ABC Corporation	Development of BCP	2011	Windhoek	R49,950

- 3.3 SACU reserves the right to undertake a full background check on all references submitted prior to awarding the contract.

4. Schedule of Costs/Financial Proposal

- 4.1 All costs must be quoted in South African Rands (ZAR). The schedule must take the following format:
- a) The total cost of the proposal (best and final offer).
 - b) A full breakdown of the cost/price.
 - c) An itemised breakdown of the cost of any options being proposed beyond that specified Terms of Reference.
 - d) The applicable rate of VAT in respect of each product and service being proposed.
 - e) Details of any other costs, taxes or duties which may be incurred.
 - f) Confirmation that the Financial Proposal remains valid for 90 (ninety) days from the tender closing date.

5. Additional Information

- 5.1 Bidders may provide any other information which may be relevant to this proposal.

